Discussion of Instituting a Paperless COA Process
March 2011

Overview of this Report

The agenda item brings to the COA a discussion of the COA's agendas and if it is time to consider moving to a paperless agenda process.

Staff Recommendation

This is an information item.

Background

In recent years, the Commission has instituted numerous efforts to better use technological means to conduct its business rather than processes that continue to rely on paper. These efforts are intended to reduce costs as well as increase efficiency of operations. Some of the major efforts include the following.

- The Commission has developed its website to facilitate paperless application processing and to allow applicants, employers, and other agencies to easily track application and credential status. Since 2006, applicants have been able to apply directly online for Certificates of Clearance and holders of Clear, Professional, and Professional Clear credentials have renewed those credentials online. As of 2007 the Commission clarified that the electronic information available through the Commission's website is the official record and the Commission stopped printing and mailing credential documents, effective September 2008.

- The Commission meets in Closed Session, usually to review cases referred from the Committee of Credentials and as of January 2009 the closed session agenda items have been paperless. Commissioners access the agenda items from a secure website. During the meeting Commissioners work with laptop computers. Most Commissioners bring a laptop to the meeting, although the Commission provides a laptop for a few Commissioners.

- The Committee of Credentials, a seven member panel which meets monthly to review allegations of educator misconduct and unfitness to teach, has recently begun to move to a paperless process and expects to be fully transitioned by June 2011

- The Executive Director has begun discussions with the Chair of the Commission about moving the public agenda to a paperless format in the coming months.

Current COA Agenda Process

The COA agenda is developed prior to each meeting, in consultation with the Co-Chairs, and posted on the Commission website a minimum of 10 days prior to the meeting: http://www.ctc.ca.gov/educator-prep/coa-meetings.html. At this time paper copies of the agenda items are printed and sent through US Mail to all COA members. In addition, copies are printed and distributed to staff with a few extra copies printed for guests. In addition, the agenda items are also available from the webpage where the agenda is posted. Staff would like to discuss with the

COA the feasibility of moving to a paperless process, a possible transition plan for doing so, and a timeline. The discussion could include a determination of those parts of the COA meeting that are easily transitioned to a paperless process and those which will be more difficult. COA should identify the needs it anticipates it will have to ensure a successful transition to a paperless process, should one take place.

Next Steps
If the COA agrees to transition to a paperless process, staff will begin implementing those aspects of a paperless committee process according to COA direction.